

JOB OPENINGS
HARRIS COUNTY GOVERNMENT as of 08/12/2014
All Positions Open Until Filled Unless Otherwise Specified

JOB OPENING

COMMUNICATIONS OFFICER

9-1-1

\$10.76/Hour

Full-time, HSD or GED; some experience in emergency communications or related field preferred; must possess valid Public Safety Communications Officer and CPR certifications or ability to obtain same within six months of hire. Must be able to operate a variety of office machines and equipment to include computer, printer, voice recorder, TDD, satellite weather receiver, communication equipment. Job functions include dispatching appropriate emergency personnel; receiving, screening and monitoring routine and emergency calls; recording all information manually or via computer.

NOTES:

1. Qualifications as stated or any equivalent combination of education, training & experience which provides the requisite knowledge, skills & abilities for job.
2. Hiring dependent passing drug screening, background check (to include employment and criminal), and driving history, if applicable.
3. Application can be found at www.harriscountyga.gov; original application must be submitted. Apply at Harris County Board of Commissioners, PO Box 365, 104 North College Street, Hamilton, GA, 31811, unless otherwise indicated.
4. Resumes, if submitted, must be accompanied by completed application for consideration of any position.
5. **IMPORTANT:** If you have recently submitted an application and would like for it to be considered for one or more of the positions you see on the above list, you **MUST** call 706-628-4958 and request that your application be forwarded to the appropriate department for the job you are seeking.